

U.S. General Services Administration (GSA)

PRESIDENTIAL TRANSITION “HOT ISSUES” INFORMATION PAPER

SUBJECT: Space Planning with Federal agencies

For more information see: [GSA Inventory of Owned and Leased Properties \(IOLP\)](#)

1. BACKGROUND:

Public Buildings Service has been working on proactive up front planning with Federal customers at least 36 months prior to expiration of occupancy agreements. Discussions include utilization of space and competitive approach to fill the space requirement to avoid extensions and holdovers of leases as well as maximizing the use of federally owned buildings.

a. General Background:

- Proactive planning with customers allows GSA to take a competitive approach to each space transaction.
- Competitive approach to space transactions yield better long term cost value

b. Issues:

- Proactive planning by tenants at least 36 months prior to expiration of their occupancy agreement is a new concept to many customers.
- Some Federal agencies have not instituted the process discipline within their own organizations to plan space needs this far in advance.
- Utilization rates and open workplace discussions can lead to differing of opinions. Early planning, education and change management by GSA is key to success.

2. SCOPE AND EFFECT:

a. Impact on GSA's Customers:

- This is a process discipline that requires upfront planning by the customer and GSA. The length of advanced planning time frame is new to many customers.

b. Impact on the Private Sector and State & Local Governments:

- Placing a Federal agency in an underserved community or a community where there is local planning to revitalize can have economic benefits.

3. ACTION(S) PLANNED OR REQUIRED:

This initiative has been maturing over the past two years and continues. GSA has seen a lot of progress with instituting the planning discipline as well as getting tenant agencies to reduce utilization rates. Strong support of leadership as high profile space moves arise is important to making this the normal course of business operating discipline across GSA's portfolio.

4. KEY STAKEHOLDER INTEREST:

Taking more competitive approaches to our leasing transactions has been a source of feedback by GSA's oversight committees in Congress (both House and Senate). GSA has made good progress on this during FY 2016 and has been able to reduce lease extensions and holdovers.

5. FISCAL YEAR 2017/2018 BUDGET IMPACT:

Reduced inventory and space costs achieved through the competitive process allows GSA's customers to direct funding to other mission critical operations.